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December 18, 2019

Jeannette Clack  
U.S. District Clerk  
Western District of Texas  
501 West Fifth Street, Suite 1100  
Austin, Texas 78701

Re: *Ward, et al. v. Courtney Phillips*; Cause No. 1:16-cv-00917-LY

Dear Ms. Clack:

Please be advised that the undersigned counsel for the Plaintiffs *Ward, et al.*, will be on vacation from and including the following dates:

- December 20, 2019 through January 3, 2020.

We respectfully request that no proceedings be scheduled in the referenced case during that time period.

Thank you for your consideration and please advise if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Mitchell".

Beth Mitchell  
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cc: Michael R. Abrams  
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